

**Classification:** X-Ray and EKG Technician **LG** 14 **Class Title Code:** 9915-094

**Position Title:** X-Ray and EKG Technician **Date Established:** 08/15/88

**Position Number:** 15788 **Date of Last Amendment:** 04/13/04

This position is assigned to work with the child/adolescent, adult, and geriatric psychiatric client population.

**SCOPE OF WORK:** Directs, plans, organizes and controls the administrative activities in the Radiology and Cardiology Departments and supervises ancillary personnel assigned within the department. Supervises and performs duties directly involved with a variety of technical procedures applying ionizing radiation and electrical equipment.

**ACCOUNTABILITIES:**

- Prepares reports, documents, statistical surveys, departmental procedures and policies and other data required by hospital administration. Writes, revises and reviews Radiology and Cardiology policies and procedures.
- Establishes and implements criteria for specific quality and appropriateness review, collection reporting of data, submits written reports. Writes service plans and goals of patient care for continued quality improvement.
- Represents department in hospital and/or hospital affiliated meetings/seminars/workshops. Member of specified committees. Attends in-services, workshops for continued education keeping up with the current concept of Radiology & Cardiology.
- Documents and submits monthly written report to Infection Control Committee. Monitors, and is exposed to, various contagious diseases. Serves as a member of the Infection Control Committee. Works with Infection Control Practitioner and Physician to ensure timely containment of contagions. Collects data and submits written report to New Hampshire Hospital Fire and Safety Committee. Reports all safety concerns of a patient and staff safety, electrical, hazardous materials, equipment. Represents service in various hospital meetings, as appropriate.
- Performs technical quality testing utilizing a densitometer and a sensitometer. Collects and analyzes data, compiles graphs, establishes corrective action to assure patient quality care by obtaining accurate radiographs.
- Oversees radiation safety and exposure, and monitors radiation to patient, staff and self. Calculates mathematical techniques to decrease radiation exposures to the patient and to comply with the State of New Hampshire Radiological Control Regulations.
- Performs radiological procedures, including proper beam part film alignment with respect to the source of radiation. Processes films and operates dark room processing equipment. Prepares chemicals for film processing. Follows OSHA guidelines for hazardous materials. Supervises the typing of radiological reports as prepared by a Radiologist. Assists Radiologist.
- Performs electrocardiograms. Complies paperwork regarding electrocardiograms. Assists consultant Cardiologist. Teaches and monitors appropriate staff in performing and processing electrocardiograms.
- Compiles budget, purchases supplies in-house and outside the facility. Contacts salespersons regarding current technical equipment. Contacts physicians, other facilities, other hospital departments in inter departmental problem solving, projects and programs.
- In absence of Medical Suite Administrator, or as requested, supervises staff in Medical Suite; handles and corrects problems; recommends time for the various services.
- Schedules patients for radiology and cardiology.

- Assist patients physically onto the table or cardiogram bed. Explain all procedures and testing. Evaluate patients, radiographs, cardiograms to determine where the patient should be channeled i.e., treatment room, unit. Contact physicians to review patient and radiographs and cardiograms.

- Staff Workplace Safety Accountabilities

- Complies with established hospital and departmental policies and procedures by:
  - performing accountabilities in accordance with established policies and procedures;
  - communicating with supervisors issues related to workplace safety (i.e., ergonomics, body mechanics, environment, equipment, etc.);
  - reporting on the job injuries to supervisor IMMEDIATELY;
  - attending training programs, as appropriate.

Total Commitment to Quality

- Participates in the process of continuous quality improvement by supporting unit/department based quality improvement activities. Demonstrates commitment to customer service values in professional conduct and by promoting such values in assigned work area.

**MINIMUM QUALIFICATIONS:**

- See Class Specification for X-Ray & EKG Technician

**SPECIAL QUALIFICATIONS:**

- Electrocardiogram training including courses. Managerial skills and supervisory skills. Course in electrocardiograms and the operation of the electrocardiograph.

**LICENSE/CERTIFICATION:**

- Registered by the American Registry of Radiological Technologists.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed the content of the above job description with my supervisor.

_____	_____
Employee's Name & Signature	Date Reviewed

Supervisor's Name and Title:

I have discussed the work responsibilities outlined by this job description with the above employee(s).

_____	_____
Supervisor's Signature	Date Reviewed

Barry H. Lombard, Human Resources Coordinator I

04/13/04

_____	_____
Agency Human Resources Representative	Date Approved

_____	_____
Division of Personnel	Date Approved